



## Free Special Education Resources, Consultation, Trainings **Your Arizona Parent School Connection**

### **Three-Year Reevaluation Request**

Schools (public education agencies) must conduct a reevaluation of a child with a disability at least once every three years unless the parent and the Individualized Education Program (IEP) team agree that it is not necessary. A reevaluation should be conducted, if the IEP team determines the education or related service needs (including academic achievement and functional performance) warrant a reevaluation, or one is requested by the child's parents or teacher.

The reevaluation process should look like the initial evaluation process in most respects. The process should begin by having the IEP team and other qualified professionals, of which parents are members, to review existing data and determine what evaluations will be included in the reevaluation. This provides parents with the perfect opportunity to have input into the areas which will be evaluated based upon their concerns. As with most formal requests made by parents, should the IEP team refuses to conduct the reevaluation, they must provide the parents with a Prior Written Notice (PWN) outlining their reasons for refusing the parent's request and on what information they base that decision.

When conducting the reevaluation, the school must use a variety of assessment tools and strategies to gather functional, developmental, and academic information about the child. Schools should provide parents with the opportunity to contribute information, either verbally or in writing, which might assist the MET in determining continued eligibility for special education services and/or development of the Individualized Education Program (IEP).

**Please review the Procedural Safeguard Notice (PSN) to learn more about your parental rights and responsibilities,** [www.ade.az.gov/ess/specialprojects/pinspals/documents/Section504/GR10.pdf](http://www.ade.az.gov/ess/specialprojects/pinspals/documents/Section504/GR10.pdf).

# Sample Letter

Date

Name of IEP Team Leader or Special Education Administrator

Name of School

Street Address

City, State, Zip Code

Dear **Name**,

I am writing to request that the school conduct the three-year, comprehensive psycho-educational reevaluation of my son/daughter, child's name. He/She is a student at name school.

You may consider this letter as my informed consent to conduct the reevaluation. If the school needs my signature on any additional forms, please send them to me as soon as possible. I look forward to hearing from you regarding a date and time to convene the Multidisciplinary Evaluation Team (MET) to discuss the components of the reevaluation.

If you have any questions or need additional information, please feel free to contact me. Thank you in advance for your prompt, written response.

Sincerely,

*Your Signature*

Your Typewritten Name

Street Address

City, State, Zip Code

Phone Number

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